

Administrative Advisory Committee (AAC)  
Meeting Minutes  
September 17, 2020

Attendees (cluster): Kelly Barzak (6), Linda Clune (3), Penny Drexel (3), Mikka Hunt (1), Valerie Lohr (7), Amanda Mangine (4), Lucinda Morgan (1), Diane Patton (5), Sara Pineo (5), Bob Simmons (6), Beau Smith (2),

Absent (cluster): Charity Grace (4), Molly Smith (2)

## 1. Welcome New Members, Officer Positions

Beau Smith is our new AAC representative for Cluster 2, replacing Matt McCrillis who is no longer working for the College.

Two AAC members expressed interest in the Treasurer officer position. A vote was taken among committee members, and Diane Patton will be serving in this role for the year.

## 2. AAC Sub-Committees

Subcommittee meetings have been scheduled for a monthly interval, between the monthly full-committee meetings. A recommendation was made that each subcommittee identify a central core mission statement or goal to help focus its work.

- **Onboarding and Employee Outreach** (Kelly Barzak, Linda Clune, Penny Drexel, Amanda Mangine, Molly Smith) Diane Patton volunteered to join this sub-committee. It was reported that Amanda has not yet received any monthly New Employee reports from HR this academic year. Amanda will follow up to ensure that she is still scheduled to receive them.
- **Professional Development** ( Charity Grace, Mikka Hunt, Lucinda Morgan, Sara Pineo) Beau Smith volunteered to serve on this sub-committee. No update to report.
- **Advocacy** ( Charity Grace, Val Lohr, Bob Simmons) Lucinda Morgan stepped off of this sub-committee to allow time for other committee responsibilities. A question and a lack of comfort had been raised to an AAC member about the security of the daily Employee Health Form and access to the data; HR recommended that AAC take the question to ACHA. ACHA has not yet been available to respond. Recommended next action would be for individual AAC members to bring the question to AEC representatives, to recommend clarifying communication. Amanda will attempt to facilitate a response through Gretchen Beck, because of her close working relationship with ACHA.

### **3. Standing Committees**

- FFC (Lucinda and Val): Initial discussion to date has included plans for tuition and room and board charges for 2021-2022, evaluating spending and the impact of COVID-19, and the process of prioritizing expenditures. Minutes can be found in D-Space.
- CoDE: Lucinda volunteered to serve on this committee. Penny will let Kristin Dukes know. Meetings are held the second Monday of each month from 5:00 - 6:30.

### **4. Other Business**

Recommendation was made to connect with SAC, learn about their initiatives for the year, and identify if there are any SAC members interested in partnering with AAC sub-committees. Penny will follow up.

Individual sub-committee meetings will need to be scheduled with unique google meet links, on or around October 1.

The next full committee meeting will be held virtually on Thursday, October 15, from 12:00 - 1:00pm.